



**USAID** | **MALAWI**  
FROM THE AMERICAN PEOPLE

**SOLICITATION NUMBER:** 10/2021

**ISSUANCE DATE:** AUGUST 31, 2021

**CLOSING DATE/TIME:** SEPTEMBER 27, 2021

**SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN PSC) for the position of USAID Development Program Specialist (Monitoring, Evaluation and Geographic Information System)**

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Shawn Phillips  
**Supervisory Executive Officer**

**I. GENERAL INFORMATION**

**1. SOLICITATION NO.:** 10/2021

**2. ISSUANCE DATE:** August 31, 2021

**3. CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** September 27, 2021, at 5:00 p.m. Malawian time.

**4. POINT OF CONTACT:** Maria Mwale, e-mail at malawijobs@usaid.gov.

**5. POSITION TITLE:** USAID Development Program Specialist (Monitoring, Evaluation and Geographic Information System)

**6. MARKET VALUE:** \$42,420-\$65,758 (basic salary, paid in local currency Kwacha at the prevailing exchange rate), equivalent to FSN-10. In accordance with AIDAR Appendix J and the Local Compensation Plan of United States Mission, Malawi (Effective October 13, 2019). Final compensation will be negotiated within the listed market value.

**7. PERIOD OF PERFORMANCE:** Five (5) years renewable, estimated to start o/a October 2021.

**8. PLACE OF PERFORMANCE:** Lilongwe, Malawi with possible travel as stated in the Position Description.

**9. ELIGIBLE OFFERORS:** Cooperating Country Nationals as defined in AIDAR, Appendix J, Section (1)(7) “Cooperating country national” (“CCN”) means an individual who is a cooperating country citizen or a non-cooperating country citizen lawfully admitted for permanent residence in the cooperating country.”

**10. SECURITY LEVEL REQUIRED:** Employment Authorization

**11. STATEMENT OF DUTIES**

**BASIC FUNCTION OF POSITION:**

The basic function of the Development Program Specialist (Monitoring, Evaluation, and Geographic Information System [GIS] Specialist) will be to support Mission monitoring and evaluation processes, and GIS implementation. S/He will support technical teams on evaluation design, scope of work development, evaluation implementation, data management, data collection, and M&E data use and management. S/He will manage the Mission’s Performance Management Information System and serve as the Mission Data Steward. S/He will manage the Mission’s Geographic Information System (GIS) that consists of portfolio location data, performance monitoring data, as well as thematic data. S/he will work closely with technical teams to maintain mapped USAID activities, perform supportive geospatial analysis, and improve monitoring and evaluation of current USAID activities, add M&E rigor to project and activity design, improve donor coordination and data transparency and inform Mission decision making processes.

## **II. MAJOR DUTIES AND RESPONSIBILITIES:**

### **45% OF TIME**

#### **A. Provide Monitoring and Evaluation Technical Assistance**

1. As a key member of the Mission's expanded Monitoring Evaluation Learning (ME&L) team, serve as a resource and provide support to technical teams on Mission evaluation processes including evaluation design, scope of work development, evaluation implementation and management, data collection management and evaluation data use.
2. Manage evaluation activities (where appropriate) and support technical offices in evaluation process from start to completion. Create and chair evaluation selection committees; provide guidance to external teams of technical experts; participate in evaluation execution and final report writing.
3. Oversee monitoring and evaluation quality assurance, adherence to, and implementation of the monitoring, evaluation, and learning (MEL) standards laid out in ADS 201 and the Agency's evaluation policy;
4. Ensure that evaluation recommendations and performance monitoring data are used in new Mission project activity designs
5. Manage performance monitoring and evaluation data and facilitate the use of and importation of evaluation data into the Mission's Geographic Information System to spatially support technical offices with the ability to visualize, analyze and better use evaluation data products.
6. Provide technical direction to MEL contractors, including but not limited to that for the Mission-wide MEL platform.

#### **B. Data Management and GIS Data Management, Analysis, and Cartographic Production 45%**

Serving as the Mission Data Steward, the incumbent is responsible for overseeing monitoring data quality for the Mission and will manage the Mission's Management Information System. The incumbent is responsible for coordinating the collection, management, and analysis of geospatial data for USAID/Malawi. S/he works closely with the Program Office Monitoring and Evaluation Specialist and Technical Offices to identify performance monitoring and geospatial data requirements, data sources, and analysis methodologies that will support the work of USAID/Malawi. Specific data management and analysis duties include but are not limited to:

7. Ensure quality and completeness of data as part of the Mission Performance Management Plan and Management Information System, including supporting the Mission in data quality assessments and portfolio reviews.
8. Collect, manage, and analyze data sets from disparate sources and in different formats to improve USAID/Malawi's overall ability to target development assistance where it will achieve the greatest development impact.
9. Develop innovative uses of geospatial data, analysis, and maps to improve the Mission's planning, design, monitoring, evaluation, and reporting processes among a wide range of sector-specific subject matter.
10. Maintain the presence of USAID/Malawi's GIS capacity in the local GIS community of practice among relevant Government of Malawi institutions;

USAID/Malawi's implementing partners, other donor organizations, the private sector, and the US Government Inter-Agency.

11. Generate and deliver high quality cartographic, data visualization and information products on demand following Mission standard templates.

### **C. Other Duties Assigned**

**10%**

12. Support Mission Country Development Cooperation (CDCS) overall monitoring, evaluation and learning elements as required, both in PDA and technical Offices.
13. Provide a general level of support across the USAID program cycle as required as a member of the PDA team.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

3. **Supervisory Relationship:** Reports to the PDA Deputy Director or her/his designee, and works under the general guidance of the USAID/Malawi's Monitoring and Evaluation Specialist based in the Program Design and Analysis (PDA) office. A high degree of collaboration with Mission technical teams is needed to perform the functions successfully.

4. **Supervisory Controls:** None.

**12. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

### **III. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

- a. **Education:** Completion of a university degree in social sciences such as political science, sociology, economics, or in another field relevant to development studies and or monitoring and evaluation.
- b. **Prior Work Experience:** Three to five years professional experience monitoring and evaluating development projects, with an emphasis on evaluation and implementation of evaluations. A minimum of three (3) years of professional-level experience in data management; geospatial analysis; evaluation; and/or the analysis and interpretation of large amounts of data is required.
- c. **Language Proficiency:** Level IV (fluent) English and Level IV (fluent) Chichewa ability is required. Excellent written and oral English skills are required. Ability to write technical documents in English, to concisely summarize complex ideas, and to edit work is required.

### **IV. EVALUATION AND SELECTION FACTORS**

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number

at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

After an initial application screening, the best qualified applicants may be invited for a written examination and to an oral interview.

Quality Ranking Factors (QRFs):

1. Education: Pass/Fail
2. Experience: Pass/Fail
3. Knowledge, Skills and Abilities: 40 points

Advanced knowledge of key concepts in monitoring and evaluation with specific emphasis on evaluation best practices. GIS data management, geospatial analysis, and cartographic production and evaluation are required. Understanding of information needed to effectively design projects and perform rigorous project monitoring and evaluation. Highly developed analytical skills. Basic knowledge of monitoring and evaluation, preferably on development projects. Knowledge of USAID procedures is an advantage.

The incumbent must have superior data collection, analysis, writing and presentation and communication skills. The ability to obtain, evaluate and interpret factual data and prepare precise, accurate and complete reports is required. Strong skills in GIS data management, geospatial analysis, cartographic design and monitoring and evaluation. Demonstrated ability to establish and maintain relationships across government entities, donor organizations, bilateral and multilateral agencies and private-sector organizations. Exceptional computer skills and knowledge of software program applications authorized for USAID use, such as Word, Excel, PowerPoint, Access, Environmental Research Systems Institute (ESRI) ArcGIS, or other database software, and word processing programs are a must. Strong trainings skills are needed to explain Evaluation Policy and GIS concepts to USAID staff and implementing partners (IPs). Strong writing skills are required to prepare regular and ad hoc reports, project documentation, and briefing papers. Ability to work effectively in a team environment.

4. Oral interview & product samples): 60 points

TOTAL POSSIBLE POINTS: 100 points

The successful candidate will be selected based on a review of his/her qualifications, work experience, skills, and abilities; an interview; and the results of reference checks. The hiring panel may check references that have not been specifically identified by applicants and may check references before or after a candidate is interviewed.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.

## **V. SUBMITTING AN OFFER**

Applicants must submit a cover letter of no more than one letter-size page, which describes how their relevant professional experience and education has prepared them to meet the specific challenges of the duties and responsibilities described above. As part of

the selection process, applicants are required to submit up to two work samples completed within the past seven years. The work samples may include any of the following (preferably a combination of more than one type of sample): an evaluation report for an evaluation that the applicant was a key member of; a GIS map that the applicant developed and was used for programmatic decision-making; a performance management plan that the applicant had a significant role in developing and/or managing; another relevant MEL product that demonstrates the knowledge, skills, and abilities sought for this position. The selection committee may conduct reference checks at any time during the selection process. Applications that do not meet the required minimum qualifications will not be scored.

Only those fulfilling the education and experience requirements listed above should submit their application by e-mail to: [malawijobs@usaid.gov](mailto:malawijobs@usaid.gov).

1. Eligible Offerors are required to complete and submit the offer form DS-174 (Application for US Federal Employment); or a current resume or curriculum vitae that provides the same information as a DS-174. DS-174 in English is available on <https://eforms.state.gov/Forms/ds174.pdf>.

A type-written and signed application letter specifically applying for this position, and addressing the minimum requirements as advertised is required. Please reference the job title and announcement number on the application letter.

Limit all electronic (e-mail) submission to one entry/email not larger than 5MB. Please submit attachments in PDF and Word formats, not pictures.

2. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to [malawijobs@usaid.gov](mailto:malawijobs@usaid.gov).
3. To ensure consideration of offers for the intended position, Offerors must prominently reference the Solicitation number in the offer submission. E-mails received without the appropriate subject line and incomplete applications will not be considered.

## **VI. LIST OF REQUIRED FORMS PRIOR TO AWARD**

The CO will provide instructions about how to complete and submit the following forms after an offeror is selected for the contract award:

1. Pre-Employment Medical Examination
2. Form for Non-Sensitive Positions

## **VII. BENEFITS AND ALLOWANCES**

As a matter of policy, and as appropriate, a CCNPSC is normally authorized the following benefits and allowances:

1. BENEFITS: (in accordance with the Malawi Local Compensation Plan)
  - a. Health Insurance
  - b. Local insurance (Defined Contribution Plan with National Insurance Company [NICO])
  - c. Annual Salary Increase (if applicable)
  - d. Annual and Sick leave

- e. Annual Bonus
  - f. Maternity Leave
2. ALLOWANCES: (in accordance with the Malawi Local Compensation Plan)
    - a. Meal Allowance
    - b. Miscellaneous Allowance
    - c. Housing Allowance

**VIII.TAXES**

The Mission emphasize to its employees of the fact that they are obliged to observe Malawian Laws, including those concerning income and related tax obligations. Payment of such taxes is a matter between the individual employee and the Malawian Government. The US Mission does not withhold or make tax payments.

**IX.USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCN/TCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described below:

**LINE ITEMS**

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	<b>Compensation, Fringe Benefits and Other Direct Costs (ODCs)</b> - Award Type: Cost - Product Service Code: [e.g. R497] - Accounting Info: [insert one or more citation(s) from Phoenix/GLAAS]	1	LOT	\$ _TBD_	\$ _TBD_ at Award after negotiations with Contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2 and 5 CFR 2635.** See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

**EQUAL EMPLOYMENT OPPORTUNITY:** The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.